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INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884

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INSPECTOR GENERAL MANUAL 4500.42

OFFICE OF THE INSPECTOR GENERAL TRAVEL MANUAL

FOREWORD

This Manual provides policy guidance, instructions, and responsibilities for establishing and administering the Travel and Transportation Program for the Office of the Inspector General, Department of Defense (OIG, DoD). It serves as the guide to implement and manage an effective and efficient OIG Travel and Transportation Program for the proper use and protection of OIG Travel Funds.

This Manual is effective immediately and is mandatory for use by all OIG components. Exceptions to the policy and procedures contained in this manual are not authorized without prior approval of the Assistant Inspector General for Administration and Information Management (AIG-A&IM). Components may issue supplementary instructions as necessary to provide for their unique requirements within their component. Any supplementary instructions shall be coordinated with and a copy provided to the Travel and Transportation Officer for review 30 days in advance of issuance.

Recommended changes to this Manual shall be forwarded through appropriate channels to the Assistant Inspector General for Administration and Information Management, ATTN: Director, Operations Support Division.

FOR THE INSPECTOR GENERAL:

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "Nicholas T. Lutsch".

Nicholas T. Lutsch
Assistant Inspector General for
Administration and Information Management

INSPECTOR GENERAL, DEPARTMENT OF DEFENSE
OFFICE OF INSPECTOR GENERAL TRAVEL MANUAL
VOLUME I
TEMPORARY DUTY
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CHAPTER 1 GENERAL

1-1. Purpose. Volume I of this Manual establishes the Office of the Inspector General, Department of Defense (OIG, DoD), Travel and Transportation Program and assigns responsibilities governing the preparation and processing of requests and authorization for Temporary Duty (TDY) Travel. Volume II will cover Permanent Change of Station (PCS) Travel.

1-2. Cancellation

- a. OIG Policies and Procedures Manual, Chapter 8, "Local Travel," June 17, 1985.
- b. OIG Policies and Procedures Manual, Chapter 9, "Temporary Duty (TDY) Travel," April 30, 1984.

1-3. References. See Appendix A.

1-4. Applicability. This Manual applies to the Office of the Inspector General, Assistant Inspectors General and Directors of IG Regional Offices, hereafter referred to collectively as IG Components.

1-5. Definitions. See Appendix B.

1-6. Policy. All OIG, DoD, travel and transportation will be accomplished using the procedures established in this manual. All OIG travel will be planned and conducted with the most efficient use of resources to ensure mission accomplishment. Travel and transportation at Government expense will be authorized only when necessary to accomplish OIG goals and objectives.

1-7. Guidelines for Economical Travel

- a. Consolidate trips to the same general area in the same general period.
- b. Exercise care when incurring expenses while accomplishing the mission. Avoid excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of a mission.
- c. Use United States Flag Carriers when available. When not available, the traveler must prepare a statement of nonavailability (see Figure 1-1) and attach it to IG Form 7750.50-4, "Temporary Duty Travel Authorization."
- d. Use coach class travel. Use of other classes of travel is not authorized. When exceptional circumstances arise, prepare a request for exception to policy.
- e. Ensure that the proposed travel is necessary and is the most feasible means of conducting the business involved.
- f. Keep the number of people who must travel for a single purpose to the absolute minimum, i.e., never allow two or more persons to travel when one person can do the job.

1-8. Traveler Guidelines

- a. Obtain a properly approved travel order by completing an IG Form 7750.50-4. (See Chapter 2.)

- b. Notify the appropriate travel office or personally cancel confirmed reservation on scheduled carrier as soon as it is known that the space will not be used.
- c. Obtain an amendment of orders for any necessary changes, corrections, or rescission of orders.
- d. Return unused tickets to the issuing travel office when a trip is canceled, and obtain a receipt (SF Form 1170, "Redemption of Unused Tickets") for submission with travel voucher. The traveler will be held liable by the Government for any expenditure caused through negligence on his or her part in safeguarding transportation tickets.
- e. Obtain Government discounts or the most advantageous rental rate from car agencies. Submit the original copy of the rental agreement with travel voucher.
- f. Pay rental car companies for rental cars. Do not charge car rentals directly to the Government.
- g. Obtain the least costly fare available to the Government if any changes to the itinerary are made while in TDY status. (Note: The traveler pays any increase in transportation costs when a change to the itinerary is made for nonofficial reasons.)
- h. Use approved tax exemption certificates for lodging only in locations approved by the GSA. Additional exemption information and forms may be obtained from the OIG Travel Office or the Federal Travel Directory.
- i. Submit a DD Form 1351-2, "Travel Voucher," within 10 working days after completion of travel to the OIG Travel Office. (See Chapter 12.)

1-9. Personnel Not Assigned to the OIG, DoD. When authorizing travel for personnel not assigned to IG, DoD to travel at IG, DoD expense the authorizing OIG activity provides a travel request (IG Form 7750.50--4) to the travel office.

1-10. Internal Controls. Two internal control checklists are provided, for issuance of DD Form 1610, "Travel Order," and for a review of the travel settlement voucher claim (DD Form 1351-2 series). The checklists apply to military and civilian TDY travel and are at Appendices D and E.

1-11. Leave in Conjunction with Travel. In the "Justification for Special Authorization Section" of the travel request, enter the number of leave days or hours authorized in conjunction with travel or at the temporary duty point. Also, show the period of leave taken on the travel voucher, including the hour of departure from and return to duty status.

a. **Military Personnel.** When military members are granted a delay enroute in TDY orders, the time allowed for the official travel is not chargeable as leave. However, the authorized absence in excess of the allowable travel time and proceed time is chargeable as leave. Travel for personal convenience that is performed between points not authorized while in a travel status, or at the temporary duty point, is chargeable as leave. Transportation costs and other expenses incurred for personal convenience are paid by the traveler. Passes are not authorized between departure from the permanent duty station and arrival at the TDY point, or between departure from the TDY point and arrival at the permanent duty station.

b. **Civilian Personnel.** Civilian personnel are charged leave when traveling for personal convenience during the employee's normal work day while in a travel status or at the temporary duty point. Transportation and other expenses incurred while on leave are paid by the traveler. Civilians are responsible for ensuring that the authorized leave is recorded on the time and attendance card.

1-12. OIG Component Supplementation. This Manual may be supplemented as necessary; however, supplements will not duplicate or change the meaning of these documents. Supplements should

only be issued when additional guidance for unique component procedures is required. The OIG components shall provide a copy of any proposed supplement to the OIG Travel and Transportation Officer for his or her coordination.

1-13. Effective Date and Implementation. This manual is effective immediately.

Figure 1-1. Statement of Non-U.S. Flag Carrier

CHAPTER 2 PREPARATION OF TRAVEL REQUESTS

2-1. General. The travel order establishes in writing the conditions, under which official travel and transportation are authorized at Government expense. A travel order is issued before the performance of travel unless an urgent or unusual situation prevents prior issuance. Use IG Form 7750.50-4, "Temporary Duty Travel Authorization" (Figure 2-1), to initiate single trip travel requests, amendments, and final cost reporting; this also includes preparation of fund cite letters and Invitational Travel Orders. Figure 2-2 gives instructions for completing the form.

a. The requesting official initiates the IG Form 7750.50-4 and incorporates determinations, authorizations, and justifications covering allowances, period of travel and assignment, place of temporary duty, itinerary, allowable or directed mode of transportation, and administrative conditions and limitations.

b. Based on the properly prepared and approved IG Form 7750.50-4, a DD Form 1610, "Request and Authorization for TDY Travel of DoD Personnel," (Figure 2-3) is prepared by the Travel Office. The DD Form 1610 is the official travel form for all military and civilian employees who perform travel for the OIG.

2-2. CONUS/OCONUS Requests. Initiate the IG Form 7750.50-4 within the requestor's components in accordance with this manual and the components supplements and submit approved requests to the Travel Office at least 5 working days before the date the orders are required. Orders will be prepared and available, normally, 3 days prior to departure unless otherwise requested.

2-3. Blanket Travel. Blanket TDY orders (BTO) are issued to those OIG employees stationed outside the National Capital Region (NCR) who travel regularly and frequently with short notice. Inside the NCR, all BTO requests require approval by the Assistant Inspector General for Administration and Information Management (AIG-A&IM). Submit requests for BTOs on a memorandum stating the name, social security number, position, grade, title, telephone number, and justification to the AIG-A&IM, ATTN: Travel Office.

2-4. North Atlantic Treaty Organization (NATO) Travel Orders

a. The NATO travel orders are required for U.S. military personnel directed to travel to or through Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, Spain, or the United Kingdom.

b. The NATO travel order permits U.S. military personnel assigned to the OIG, DoD, to pass from one NATO country to another without complying with the regulations of the receiving nation pertaining to passports, visas, and immigration inspections. The NATO travel orders will not be issued to civilian personnel.

c. The NATO travel orders are prepared by the Travel Office. Issuance is based on receipt of the IG Form 7750.50-4. The member will automatically receive both the NATO orders, when required, and the DD Form 1610.

2-5. Confirmatory Travel Orders. Official travel that begins, or is performed before a travel order is issued, must be supported by verbal, letter, or message authority. The official who directs the travel processes an IG Form 7750.50-4 the next business day. A cover note attached to the request must include appropriate statements regarding prior authorization and justification. Confirmatory orders will be allowed in cases of extreme necessity only and not to circumvent normal order requests.

2-6. Amending Single Trip Travel Orders. A travel order may be changed or corrected within certain limitations by issuance of an amendment. However, an amendment will not be issued that retroactively changes per diem or mileage rates after the travel has been performed. Amendments are requested on IG Form 7750.50-4 following the instructions in Figure 2-2. The amendment:

- a. States some aspect of travel not known in advance.
- b. Changes the period or place of temporary duty assignment.
- c. Includes omitted pertinent information.
- d. Changes allowances for unperformed travel.
- e. Corrects erroneous information or clerical errors.

NOTE: When the beginning travel date varies 7 days or less, an amendment is not required.

2-7. Rescinding Single Trip Travel Orders. All, or any part, of the travel order that has not been performed may be rescinded. Initiate an IG Form 7750.50-4 and return to the Travel Office with the original DD Form 1610. An issued travel order under which all travel has been performed cannot be rescinded.

Figure 2-1. IG Form 7750.50-4, “Temporary Duty Travel Authorization” (Front)

Figure 2-1, IG Form 7750.50-4, “Temporary Duty Travel Authorization” (Reverse)

<p>GENERAL: To establish written documentation applicable to each trip and to monitor and control costs, an IG Form 7750.50-4 is prepared.</p> <p>PREPARATION: Prepare only an original. All forms must be typed or printed legibly in ink. Pencil or unreadable copies will not be accepted.</p>		
	Item	Instructions
Heading	1.	Enter the OIG Activity of the Traveler, i.e., AUD-AM, FM, ROS, INV, INS, etc. Provide the name and telephone number of authorized point of contact (POC) for coordinating travel. List all back-to-back trips by dates. Trip control number (assigned by the OIG activity).
Section A	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.	List proper name (no nicknames, etc.) Self-explanatory. Title as shown in personnel listing. Self-explanatory. Self-explanatory. Check box to show who is sponsoring travel. If other, identify agency involved. Issued by Travel Office. Identify purpose of travel. Check appropriate box for one of the types of travel listed. If "other" is checked, specify what type of travel it is. Enter dates of travel: beginning, ending, total number of days, and date the orders are needed. Enter appropriate OIG activity numbers as needed. Enter appropriate OIG activity numbers as needed.
Section B		List full purpose of travel. Use clear and concise statements.
Section C	1. 2. 3. 4. 5.	List date from and to each location to be visited. List each city you will travel to on your trip. List each state and/or country for the corresponding city. List each activity at the TDY point. Do not list cities where you only change planes or have stopovers not for official business. List site codes if required by OIG activity. NOTE: More room is provided on the reverse side of the form if needed.
Section D	1. 2. 3.	Check appropriate box if commercial transportation is to be used. Check appropriate box if Government transportation is to be used. (A Government vehicle is not a rental car.) Check appropriate box if privately owned vehicle (POV) is to be used.

Figure 2-2. Instructions for Completing IG Form 7750.50-4

Total costs are divided as follows: A. Estimated - Initial cost of trip. B. Revised - Added or deleted monies as necessary, i.e., amendments. C. Final - Final costs to be submitted to budget to reconcile funds for trip.		
	4. 5. 6. 7. 8. 9. 10. 11. 12. 13.	Transportation costs – air, rail, POV, etc. Do not include rental car cost. Per diem costs as listed in appropriate appendices of JFTR, JTR, or in the Federal Travel Directory. Rental car costs-only. Any additional monies not already listed, i.e., taxi and bus fares, registration fees, tolls, etc. Self-explanatory. Government credit card (Diners Club). Received in the form of <u>traveler's checks</u> . DD Form 1351 is <u>cash</u> payment received from a local Finance and Accounting Office. Signature of the transportation officer required on the DD Form 1351. Supervisor initials for revised monies and final cost. Each special authorization must be circled. Codes defined in item 13. All special authorizations must be <u>fully justified</u> . Self-explanatory.
Section E		OCONUS travel requires the signature of the AIG or DAIG. CONUS travel requires the <u>signatures</u> of the first and second level supervisors. NOTE: All requests that are not clear, concise, and filled out properly will be returned. This will greatly delay the preparation o the travel order.

Figure 2-2. Instructions for Completing IG Form 7750.50-4 (Continued)

Figure 2-3. DD Form 1610, “Request and Authorization for TDY Travel of DoD Personnel”

CHAPTER 3 CONTRACT TRAVEL OFFICE

3-1. General. Official travel services for the OIG, DoD, are provided through a contract travel office (CTO). The CTO is responsible for processing official travel arrangements and services in accordance with established regulations, policies, and procedures. The CTO also provides arrangements for personal travel to meet the individual's requirements. The following are some of the services available to the traveler: reservations and tickets, hotel and motel reservations, and car rental services. For further information about specific contract requirements, contact the Chief of Travel and Transportation, OIG, DoD.

3-2. Travelers. In order for the CTO to operate in a helpful manner, the following will be adhered to by travelers.

a. The traveler will make their reservations with the CTO as far in advance as possible in order to take advantage of existing discount fares. Two copies of the travel order will be provided to the CTO, by the Travel Office, before issuance of the tickets. Field offices must provide trip control numbers at the time that the tickets are requested.

b. Cancel existing reservations as soon as it is known that they are no longer needed. If the CTO is not notified, reservations will not be cancelled and additional costs may be charged for the no-show. If tickets are in the possession of the traveler, the following must be done:

(1) If within the same week that the tickets were printed, return the tickets to the CTO and give the travel order to the OIG Travel Office to cancel.

(2) If tickets cannot be returned to the CTO in the same week, they must be turned into the Travel Office with two copies of the travel order. At this time, the Travel Office will prepare a Standard Form 1170, "Redemption of Unused Tickets" (Figure 3-1), for a refund of the unused ticket.

(3) When a traveler has an unused portion of a ticket, it will be processed and returned to the Travel Office the same as an unused ticket in subparagraph (2) above. The SF 1170 will then be attached to the traveler's travel voucher (DD Form 1351-2) when submitted.

Figure 3-1. Standard Form 1170, “Redemption of Unused Tickets

CHAPTER 4 CONTRACT AIR SERVICE

4-1. Contract Air Service. All OIG, DoD military and civilian personnel are required to use contract air service within the United States; travelers are not required to use contract carriers to or from destinations outside the United States. When travel is performed to a city where a contract flight is available, the flight will be used unless exception is justified in the remarks section of the IG Form 7750.50-4.

4-2. Exceptions. Exceptions for not using contract flights are:

a. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would incur unnecessary overnight lodging costs that would increase the total cost of the trip. In that case, conduct a cost comparison and attach it to the IG Form 7750.50-4.

b. The contractor's flight schedule is inconsistent with the Government policy of scheduling travel to the maximum extent practicable during normal working hours. Travelers will not be required to take commercial transportation with scheduled departures between midnight and 6:00 a.m.

c. A noncontract carrier offers a lower fare available to the general public, resulting in a lower total trip cost to the Government. Total trip costs include the combined costs of transportation, lodging, meals and related expenses. This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and may only be purchased with a Government Transportation Request (GTR) or the Government Diners Club Card.

4-3. Multiple Airports in a City. Use the carrier offering the lowest "YCA" (Government Contract) fare to travel to or from specific airports when more than one airport serves a listed city-pair. Exceptions must be justified on the basis of one or more of the exceptions listed in paragraph 4-2, above.

CHAPTER 5 GOVERNMENT QUARTERS

5-1. General. Employees of the OIG, DoD who are performing temporary duty at an area away from their permanent duty station shall make maximum use of Government quarters consistent with DoD policy. The policies shall apply worldwide, except in the instances provided in paragraph D.1.b., DoD 4165.63-M, "DoD Housing Management," June 17, 1988.

5-2. Quarters Available and Adequate. The Joint Travel Regulation (JTR) requires all DoD personnel to use Government quarters, if available and adequate, while on TDY to a military installation.

a. When such quarters are available but not used, the quarters portion of the per diem or actual expense allowance cannot be paid.

b. Travelers occupying on-base quarters may request support service through the base commander (i.e., Post Exchange, dining, etc).

c. Use of adequate Government housing shall be required when the point of TDY is at a recognized installation owned or operated by the United States. Military and civilian personnel on official business to a particular city and not to a DoD installation will not be required to use available Government quarters but are encouraged to do so, when cost effective.

5-3. Quarters not Available. Whenever quarters are not available to an employee performing TDY, a DD Form 1351-5, "Government Quarters and Mess" (Statement of Nonavailability), must be obtained from the installation for submission with the DD Form 1351-2, "Travel Voucher or Subvoucher." Endorsements to official orders will not be made unless clear, operational justification is present. The circumstances for use of the justification will be extremely limited. Under no circumstances will the endorsement be used simply to circumvent use of otherwise acceptable or adequate quarters. Endorsements will be, but not limited to:

a. Utilization of Government quarters would adversely affect the accomplishment of the mission.

b. Team integrity required for billeting purposes.

5-4. Minimum Standards of Adequacy. The minimum standards of adequacy for occupancy of Government Quarters are as listed in JTR, Volumes I & II and DoD 4165.63-M, "DoD Housing Management," June 1988.

5-5. Government Quarters Available OCONUS

a. When Government quarters are available, the prescribed per diem rate will be 46 percent of the applicable overseas per diem locality rate for the area plus the cost of the quarters.

b. All OIG, DoD, employees will provide with their travel voucher submission a statement showing the dates Government quarters were used or, if appropriate, a statement that Government quarters were not used.

CHAPTER 6 RENTAL CARS AND OTHER SPECIAL CONVEYANCES

6-1. Authorization

- a. Commercially rented vehicles and other special conveyances are authorized only when more advantageous to the Government.
- b. The size of the rental car selected must be that which satisfies the mission at the lowest cost to the Government.
- c. Requests for use of a rental car must be justified on the IG Form 7750.50-4.
- d. A rental car will not be authorized when lodging and meals at the place of TDY or training are provided.
- e. Rental cars leased for personal convenience will be at the expense of the traveler.

6-2. Use for Official Travel. Employees of the OIG generally have access to two classes of vehicles to facilitate accomplishment of assigned duties. The first of these are vehicles contracted for by the Government for extended periods. The second class are vehicles contracted for by the employees as the result of a specific authorization (i.e., for official purposes to include transportation between places necessary to obtain suitable meals, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the sustenance, comfort, or health of the employee. (See Joint Travel Regulation, Volume II, paragraph C2101 for full text.) The use of a rented or leased vehicle by an employee for official travel is limited to the purposes set forth in cited paragraph.

- a. Vehicles leased by the Government may not be used for nonofficial business. Vehicles leased by the employee, assuming he/she has authority, may be used for nonofficial business with the express stipulation that the employee is liable for any and all expenses associated with such use.
- b. Decisions concerning whether use of a rented vehicle falls within the scope of official business are supervisory determinations. Questions concerning an interpretation of whether a particular use of a vehicle is official or nonofficial should be elevated by the employee--before the fact--to his or her supervisor. The OIG Travel Office will provide guidance to assist in reaching those determinations.
- c. Employees using such rented vehicles for nonofficial business are personally liable for any and all damages incurred to the vehicle and any excess cost occasioned by nonofficial use.
- d. When selecting a rental vehicle, give first consideration to those companies having rental vehicles available under the Military Traffic Management Command (MTMC) negotiated agreement. For a listing of participating companies, check the Federal Travel Directory or contact the OIG Travel Office.
- e. The MTMC agreements include unlimited free mileage and normally a requirement to return the vehicle to the original rental location. In metropolitan areas, it is sometimes possible to pick up the vehicle at one airport and return it to another airport with no additional charge. However, authorization to do so should be confirmed in writing when making reservations.
- f. Travelers are reminded to fill the gas tank before turning in the car. This saves the refueling charge, which is usually at a higher cost than at a local station.
- g. Travel orders provide proof of eligibility for special rates. Rental car charges should be put on the Government Diners Club charge card.

6-3. Taxicabs and Limousines. Taxicabs are considered special conveyances when used outside the official duty station for transportation between place of lodging and place of business or between places of business. Use of taxicabs between place of lodging and place of business or between places of business is not authorized when Government transportation is available. Should the use of taxicabs be necessary, include justification in the IG Form 7750.50-4.

6-4. Insurance

a. Companies participating in the MTMC program provide full insurance coverage with no fee for the collision damage waiver (CDW) for travelers identified on the rental contract as primary or secondary drivers of the vehicle. This applies to locations in the Continental United States, Alaska, Canada, Hawaii, and Panama.

b. If a company does not appear in the Federal Travel Directory, it can be assumed to be a nonparticipant in the MTMC program. When renting from nonparticipating companies, travelers are reminded that, if they pay a fee for CDW, they will not be reimbursed. However, provisions of the JTR do authorize payment for damages paid for by the employee, providing he or she was acting within the scope of his/her employment at the time of the incident. Travelers are encouraged to discuss rental car coverage with their individual insurance company or agent.

c. The cost of purchasing extra collision insurance (collision damage waiver adjustment) to provide full coverage collision insurance when renting or leasing an automobile for travel outside the continental United States, Alaska, Hawaii, Puerto Rico, and territories and possession of the United States is reimbursable.

d. Cost of personal accident insurance is a personal expense and is not reimbursable.

CHAPTER 7

CITICORP DINERS CLUB CHARGE CARD PROGRAM

7-1. General. The General Services Administration has contracted with Citicorp Diners Club to issue cards to eligible Federal employees for use in connection with official travel. The card is intended to provide the employee financial flexibility and convenience while traveling on official Government business. It is in the best interest of the Government that individuals who travel have, and make maximum use of, a Government-sponsored charge card (hereafter referred to as CARD). Individuals are encouraged to apply for a CARD.

7-2. Responsibilities

a. **Travel Officer.** The Chief of the Travel Office, OAIG, A&IM, is designated as the Agency's representative for the charge card program and will serve as the point of contact for coordinating OIG requirements with Citicorp.

b. **OIG Citicorp Cardholders.** The cardholder is responsible for all billed charges and paying the account on time under Section 206 of Executive Order 11222 (May 8, 1965) and Office of Personnel Management Regulation 5 CFR 735.207. Failure to do so may result in card suspension by Citicorp. The Government assumes no liability for charges incurred on cards, nor is the Government liable for lost or stolen charge cards.

7-3. Issuing the CARD. The Travel Office will provide application forms (Figure 7-1) to travelers and forward completed application forms to Citicorp. The transportation officer will sign the application as indicated on the form. The traveler will sign the application and the employee acknowledgement form. The card will be issued in the traveler's name and mailed directly to the individual's residence by Citicorp. When an applicant signs the application form, he or she certifies that the CARD shall be used only while in an official Government travel status. The CARD should be used to pay for official travel expenses to the maximum extent possible. There is no preset expense limit on a card and no membership fee is required. Authorized and allowable entitlements, such as lodging and meal costs which exceed authorized per diem rates, are the financial responsibility of the traveler. Use of a card does not relieve the traveler of the responsibility to employ prudent travel practices and to observe the regulations governing official travel.

7-4. Use of the CARD. The CARD shall be used in connection with official travel whenever possible, to pay for lodging, rental car, and other items of official travel. When making hotel reservations, the question should be asked to see if the CARD is accepted for payment. The CARD is not intended for the use of an individual to defray expenses incurred during a PCS move. If an individual elects to use the CARD for that purpose, failure to receive reimbursement for expenses incurred does not warrant delaying payment to the company. The CARD shall not be used to purchase airline tickets, except for emergency conditions, such as reporting to a location to protect Government property that suddenly has become endangered.

7-5. Charge Card Billing and Payment. A monthly statement of charges will be mailed by Citicorp to the cardholders residence. Payment is due in full by the cardholder within 25 calendar days of the billing date. Extended or partial payment is not permitted. In addition, interest or late charges are not assessed by Citicorp on the billing. (questions concerning billing or payment should be directed by the traveler to Citicorp. If the account remains unpaid for an additional 60 days, the company may suspend CARD privileges. Citicorp may reinstate CARD privileges on payment of the amount due and a request for reinstatement by the individual. Once the account is 120 days old, the CARD will be canceled by Citicorp. The cancellation of the CARD eliminates further advances. Individuals must apply directly to Citicorp to request reinstatement of the CARD, either by a written request or by calling the company on their toll-free telephone number. When an individual questions or contests a charge on the monthly

statement, it is his or her responsibility to contact the company. A toll-free telephone number as shown on the monthly statement may be used for that purpose.

7-6. Terminations. The Travel Office shall request and receive the CARD from individuals who are retiring or terminating employment with the Federal Government. The CARD shall be destroyed in the presence of the individual. Written notice to the company of the cancellation shall be provided by the Travel Office. Individuals are responsible for maintaining their accounts in a current status. The cancellation of a CARD, voluntarily or because of neglect by an individual, does not justify cash advances.

7-7. Lost or Stolen Cards. The cardholder will not be held responsible for any charges incurred against a lost or stolen card if promptly reported to Diners Club. Therefore, it is important that a lost or stolen card be reported by the cardholder immediately.

Figure 7-1. Citicorp Diners Club Application

CHAPTER 8 OCONUSTRAVEL

8-1. General. Trips to OCONUS locations involve travel into Unified Command Theaters that require special consideration by the traveler. Unified Commanders require advance notification of travel by DoD personnel into or within their areas of responsibility. The Department of State has designated many foreign countries as Special Areas. Travel to these countries requires special approval for travel. All international travel requires specific documentation. Travel within some countries requires special awareness for national and/or personnel security.

8-2. Travel Clearance Request (TCR)

a. DoD Instruction 5000.7, Official Temporary Duty Travel Abroad, establishes policies and procedures for notifying Unified Commanders of OCONUS travel by DoD personnel. The Unified Commanders have designated the U.S. Air Force Foreign Clearance Guide as the source document governing travel into and within their respective Theaters. The USAF Foreign Clearance Guide applies to all DoD and DoD sponsored Temporary Additional Duty (TAD) /Temporary Duty (TDY) personnel traveling into and within the Unified Commands. IG, DoD, military and civilian personnel on official business to the Unified Commands will comply with the requirements contained in the USAF Foreign Clearance Guide. A copy of the U.S. Air Force Foreign Clearance Guide is available in the IG Travel Office.

b. The purpose of the TCR is to notify OCONUS commands/activities in sufficient time to (1) ensure the proper personnel will be available during the visit, (2) arrange for required support and (3) resolve conflicting schedules prior to arrival of the travelers.

c. The TCR is normally sent using DD Form 173/2 (JOINT MESSAGE FORM) as an electrical message. IG, DoD, administrative personnel have been trained in how to properly type a Joint Message. The traveler is responsible for providing the supporting administrative staff with the message contents required for the TCR4 Message. Figure 8-1 is an example of a TCR that will be sent as a Joint Message. Figure 8-2 provides detailed information the traveler can use to properly prepare a TCR.

d. A 30-day time frame is normally required for advance notification. It is often impractical to provide precise information on travelers and the itinerary within the prescribed time frames. To comply with the required lead times, tentative information on travelers and the itinerary will be provided within the prescribed lead time. The actual travelers and itinerary will be provided by a follow-up message or telephone call when finalized, but not later than 10 days before travel.

e. The Department of State has designated many foreign countries as a Special Area. These locations often require the approval of the Department of State and/or Secretary of Defense/Under Secretary of Defense for Policy: Administration (SECDEF/USDP:ADMIN) before approval for travel can be requested from the country. Other locations require notification of SECDEF/USDP:ADMIN or approval from the senior military commander before travel can begin. Approval for travel to many locations can be assumed unless otherwise notified within 10 days. It is important to consult the USAF Foreign Clearance Guide for each country that will be visited.

8-3. Travel Documents. All foreign countries require proper documentation for entry into the country. However, this varies drastically with the country. The USAF Foreign Clearance Guide describes the documentation required for entry into all foreign countries. Travelers are responsible for ensuring that proper documents (Orders, Passports, and Visas) are in their possession before commencing a trip to a foreign country. Failure to have proper documentation could result in denial of entry by foreign customs/immigrations officials. The traveler may be personally responsible for costs associated with failure to comply with foreign entry requirements.

8-4. Immunizations. The Public Health Service establishes the minimum immunizations required to ensure that the international traveler is protected against disease that could be a threat to the United States and other countries. The DoD frequently requires additional immunization for military and civilian travelers. The International Certificate of Vaccination or Revaccination is the official statement that the traveler has been adequately protected. IG, DoD, personnel from the National Capital Region should contact the Pentagon Health Care Center to obtain the required immunization. Field office personnel should contact the nearest military medical facility for required immunization.

8-5. Preparation

a. **U.S. Customs.** The traveler may want to take advantage of the foreign trip and purchase foreign products. All U.S. Passport Offices and many travel agencies have a wide selection of pamphlets describing what the international traveler should know about travel abroad and compliance with U.S. Customs law upon return to the United States. It is the responsibility of the traveler to be knowledgeable of, and comply with, U.S. Customs laws.

b. **Foreign Customs and Laws.** The customs and laws in many countries are different than in the United States. The USAF Foreign Clearance Guide provides a limited insight to the more important differences. The U.S. Army publishes Foreign Area Handbooks on nearly all foreign areas. These books are suggested reading for first time travelers to a foreign country. The Foreign Area Handbooks are available for checkout from the Pentagon Library or libraries located on the nearest military installation.

8-6. Foreign Currency

a. Upon arrival in a foreign country, U.S. currency can be exchanged for foreign currency at authorized exchanges located either in, or just outside, the immigration area of all international airports. These exchanges will provide the traveler with a receipt for the U.S. currency exchanged. The traveler should keep this receipt. In many countries, the receipt is required to exchange foreign currency back to U.S. currency, up to the amount on the receipt. The traveler may want to consider exchanging a limited amount (\$50 US OR \$100 US) while at the airport exchange. This will provide the traveler with a limited amount of foreign currency for incidental expenses until arrival at the final destination. The receipt obtained from the airport exchange can be used to convert excess foreign currency before departure. The U.S. Military Contract Banking Facilities often offer a more favorable exchange rate than is available from the exchange located at the airport. Therefore, it is not recommended that the traveler exchange a large amount of U.S. currency at the airport unless the traveler is knowledgeable of the prevailing exchange rates. NOTE: Conversion fees are not a reimbursable expense.

b. Many foreign countries have unauthorized exchanges that offer extremely favorable exchange rates. The unauthorized exchanges are generally illegal under the foreign law and may be illegal under U.S. Status of Forces Agreements. Travelers should only acquire foreign currency from authorized commercial exchanges, military banking facilities located on U.S. military installations, or the American Embassy financial facility (if authorized use of this facility).

8-7. Clothing Considerations

a. IG, DoD, policy is that military and civilian personnel maintain a professional image consistent with climates, working conditions, and local customs. The varied OCONUS conditions require consideration by the traveler to properly pack for the trip. Combat forces in foreign countries normally wear Class B Dress Uniforms. Social functions require either Class A or dress uniforms. Embassy officials normally wear business attire. Foreign business and governmental officials normally wear business attire.

b. Military personnel should be aware that the BDU is the Uniform of the Day at many OCONUS commands. Civilian personnel should always pack at least one business suit for meetings with senior U.S. personnel or foreign officials.

8-8. Entrance to U.S. Controlled Facilities. The IG, DoD, credential states that the bearer "... is authorized access to all facilities." Many OCONUS facilities are protected by foreign national personnel. The foreign national personnel have been briefed on normal "military" identification, but are not familiar with the many different DoD civilian credentials. The foreign national personnel are trained to request a copy of the TDY order when uncertain about the validity of the credentials. Travelers in foreign countries should **always** carry a copy of the TDY orders with the credentials to facilitate entering U.S. Military controlled installations.

8-9. Security Considerations

a. Selected foreign areas have been designated high threat areas by the Department of State. Other foreign areas have been listed as Designated Countries by the Department of State. IG, DoD, personnel traveling to, or transiting through, high threat areas or Designated Countries areas **must** contact the Personnel and Security Directorate, OAIG-A&IM, for security briefings before departure.

b. The Personnel and Security Directorate encourages security briefings for all OIG personnel traveling to foreign OCONUS locations.

8-10. Driving in Foreign Countries

a. The driving conditions experienced in foreign countries vary radically. Supervisors must carefully consider the visit requirements, maturity, and experience of the travelers, and the unique driving conditions when approving rental of vehicles in various foreign countries.

b. The drivers license requirements vary radically between foreign countries. Consult the U.S. Air Force Foreign Clearance Guide or talk to the designated point of contact for the visit. The American Automobile Association (AAA) can issue travelers International Drivers Permits for a minimum fee. A valid U.S. drivers license and two current passport pictures are required to obtain the permit. The fee is a reimbursable expense if supervisor has authorized the traveler to drive in a foreign country. The permits are valid for 1 year. The permit cannot be obtained after travel has started.

c. The IG Regional Office-Europe (IGROE) has Government vehicles that may be assigned to travelers visiting the U.S. European Command. The Director, IGROE, will be contacted to determine if Government vehicles are available before renting commercial vehicles.

d. Foreign countries located in the U.S. Pacific Command (USPACOM) have extreme driving conditions. The travelers cannot understand the road signs and languages in most of the countries. The laws and customs for driving are radically different than in the United States. Supervisors are authorized to approve vehicle rental for **on base use only** when required to accomplish the mission of the visit. Selected IG, DoD, personnel have lived or traveled extensively in foreign countries located in the USPACOM. The Assistant/Deputy Assistant Inspector Generals and Regional Directors are authorized to approve vehicle rental for **off base use** as justified by the experience of individual travelers.

8-11. Airline Confirmations. Airlines require that travel on all international flights be confirmed at least 72 hours before travel. The IG, DoD, traveler is responsible for complying with the airline confirmation requirements. Failure to comply with the airline confirmation can result in **reservation cancellations**. The traveler will be responsible for additional costs associated with failure to comply with airline confirmation requirements. **Call the airline at least 72 hours before all international flights and confirm reservations.**

8-12. Return to the United States

a. The traveler will be required to complete a U.S. Customs Declaration form on the return flight to the United States. The quantity and value of all foreign products **in possession** of the traveler **must** be declared on this form if the value is over minimum limits.

b. It is recommended that the traveler itemize the quantity and value of all foreign products acquired during the international trip before boarding the return flight. This will assist in completion of the Customs Declaration.

8-13. IG, DoD, Regional Offices

a. The IG, DoD, Regional Offices established at selected Unified Commands have considerable expertise in their respective areas of responsibility. While not a travel office, Regional office personnel can recommend component commands, subordinate commands, and activities that should be visited. Regional Office personnel have also established traditional points of contact for visits by IG, DoD, personnel within their area of responsibility.

b. The Regional Offices can also coordinate entrance and exit conferences with the Unified Commands. Regional Office representatives will attend all entrance and exit conferences held at Unified Commands within their area of responsibility.

c. The Director should immediately be contacted about any problems experienced (i.e., access to information, facilities, lack of cooperation, etc.) that occur in the Regional Office area of responsibility. The Director will first attempt to resolve all problems identified at the Unified Command level. The Director will refer all problems that cannot be resolved at the Unified Command to the appropriate IG, DoD, AIG for resolution.

Figure 8-1. Sample Joint Message

Figure 8-2. Instructions for Preparing DD Form 173/2: Joint Message Form

CHAPTER 9 PASSPORTS AND VISAS

9-1. General. Official passports are "no-fee" passports issued to employees of the U.S. Government who are proceeding overseas on official business. A passport for each civilian traveler is required for travel into a foreign country or into a territory under control of a foreign country. They are issued, as required, to military members proceeding overseas. Personnel, when initially assigned to the OIG, and thought to possibly travel overseas, are required to submit for an official passport. Likewise, when out-processing from the IG, personnel leaving DoD are required to turn-in their passport to the Travel Office. If staying within the DoD they must transfer sponsorship to the new agency.

9-2. Submission

a. Those personnel who are first-time applicants for official passports must obtain a DSP Form 11, "Passport Application" (Figure 9-1) and DD Form 1056, "Authorization to Apply for a 'No Fee' Passport and/or Request for VISA" (Figure 9-2). These forms may be obtained from the Travel Office. A certified birth certificate with a raised seal from the state in which you were born must accompany the request. If not born in the United States, other proof of U.S. citizenship must be provided.

b. DD Form 1056 must be typed, except for block 16.

(1) Item 1 - Enter the latest date the passport can be received before scheduled departure from your current duty station.

(2) Item 2 - Major Service Component is IG, DoD.

(3) Item 3 - Applicant's complete name (last, first, middle).

(4) Item 4 - Enter city or county and state of birth. If born outside the U.S., enter city and country of birth.

(5) Item 6 - Check block.

(6) Item 7 - Military rank or civilian grade.

(7) Items 9 and 10 - Enter the complete address where the applicant may be contacted.

(8) Item 11 - Enter the name of the country or countries to which the applicant is traveling.

(9) Item 12 - Type "N/A."

(10) Item 13 - Enter your official address. Also, it is advisable to insert the following: Please call (name and telephone number) when passport is ready for pickup.

(11) Items 14 and 15 - Self explanatory.

(12) Item 16 - Leave blank.

(13) Item 17 - Self explanatory.

(14) Item 18 - Leave blank.

c. Personnel who have expired passports that were issued for a period of 5 years will submit the expired passport along with the DSP Form 82, "Application for Passport by Mail" (Figure 9-3) and DD

Form 1056 for renewal and follow the procedures above. In those instances where the traveler requires a visa only, the DD Form 1056 will be filled out and signed by the IG travel officer.

d. A visa is permission granted by the government of a country for the bearer to enter that country during the valid period of the visa. A visa is usually in the form of an imprinted stamp affixed to one of the pages in a passport. To obtain a visa for a previously issued passport, the DD Form 1056 is required and your passport must be current with 2 or more years remaining, or a new passport application must be submitted. Visa requests should be submitted 30 days before scheduled departure. Furnish the Pentagon Passport Office with invitation, travel plans, purpose of trip, length of stay, date of departure from the United States, and date of arrival. Passports must be signed before applying for a visa. Applications for renewal of passports will be submitted through the same channels as first-time applications.

e. Submit all forms, filled out and signed, with supporting documents, to the Pentagon Passport Office, Room 1B870. The Pentagon Passport Office hours of operation are Monday through Friday, 8:00 a.m. to 4:30 p.m. A minimum of 45 days should be allowed for processing by the Pentagon and State Department. **Do not sign the DSP Form 11 until you go to the Pentagon and sign in front of the officer administering the oath.** Field Offices and Resident Agencies will apply for passports and visa's by mail as prescribed by the State Department.

Figure 9-1. DSP Form 11, “Passport Application”

Figure 9-2. DD Form 1056, “Authorization to Apply for a ‘No-Fee’ Passport and/or Request for Visa”

Figure 9-3. DSP Form 82, “Application for Passport by Mail”

CHAPTER 10 PROMOTIONAL ITEMS, GIFTS, ETC.,

10-1. Right of Ownership. All gifts, prizes, incentives, benefits, and services received by military or civilian employees in connection with official travel become the property of the Government. That includes promotional materials given to the traveler by airlines, rental car companies, and hotels/motels.

10-2. Promotional Materials

a. Pens, note pads, calendars, or other items of "nominal intrinsic value" may be kept by the individuals.

b. Government travelers may participate in promotional programs that accrue personal benefits such as airline seat upgrades, rental car upgrades, membership in clubs, and check-cashing privileges.

c. Promotional items received by the traveler as a result of a mixture of travel paid for by the Government and from personal funds are the property of the Government. If the traveler uses a bonus ticket for personal use, the traveler must reimburse the value of the bonus ticket to the Government.

10-3. Vacating a Seat. A traveler may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight. However, no additional per diem or travel expenses may be paid as a result of the delay. In contrast to the above, if a traveler is involuntarily denied boarding on an overbooked flight, compensation for the denied seat is due to the Government. If the airline pays the traveler directly for such denied boarding, the traveler must relinquish that payment to the Government.

CHAPTER 11 TRAVEL ADVANCES

11-1. Advances

a. An employee of the OIG, DoD, entitled to per diem, mileage allowances, or subsistence expenses in connection with temporary duty or permanent change of duty station, directed for the convenience of the Government, may obtain a travel or transportation advance to help defray costs of the authorized travel. The only exceptions are:

(1) Employees being assigned to their first permanent duty station who have not taken the oath of office and who have not reported for duty at the new permanent duty assignment.

(2) Contractor personnel and consultants not receiving compensation.

b. Travel advances are not to be made earlier than 10 days before the travel start date.

11-2. Monetary Amount of Travel Advances

a. Travel advances are provided to travelers from the National Capital Region in the form of travelers checks rather than cash.

b. The Travel Office, OIG, DoD, computes the amount of any cash advance based on the length of temporary duty involved, availability of Government quarters or meals, and miscellaneous costs such as rental car, special conveyance, registration fees, and excess baggage charges.

c. Per diem costs and resultant advances are reduced when Government quarters are used.

d. If a cash advance is required, it will be based on 80 percent of the per diem plus 100 percent of the other costs (plus 100 percent of transportation cost if POV is used).

e. A \$25 per day travel advance is authorized for travel within the Continental United States.

f. A \$50 per day travel advance is authorized for overseas travel.

11-3. Travelers Checks (National Capital Region)

a. A traveler possessing a Government Diners Club Card will be issued travelers checks before departure on official travel. The cost of the travelers checks will be charged to the traveler's Government Diners Club Card.

b. The DD Form 1610 for the trip must be submitted with the traveler's Government Diners Club Credit Card to the cashier in room 567, 400 Army Navy Drive.

c. If the traveler cannot come to room 567 in person he/she may authorize, in writing, another individual to pick up the travelers checks. Written authorization, the DD Form 1610 and your Government Diners Club Card must accompany the person making the pick-up. **Caution:** The traveler will be asked to sign the checks before leaving room 567. That is done to protect the traveler in the event the checks are lost or stolen. If someone else picks up the checks, for a traveler, that procedure cannot be followed. Instead, the individual who picks up the checks for the traveler is responsible for ensuring that they are safely transported to the traveler and signed by him/her in the individual's presence.

11-4. Cash Advances (National Capital Region)

a. Travelers who have Government Diners Club Card applications pending or who are infrequent travelers not possessing a Government Diners Club Card are paid Travel Advances in cash.

b. The employee completes DD Form 1351, "Travel Voucher" (Figure 10-1). Indicate in Remarks Section, Part V, "Member has applied for Government Diners Club Card, but has not received it as of this date," or, "Infrequent traveler not requiring a Government Diners Club Card." Submit the completed DD Form 1351, four copies of the DD Form 1610, and one copy of IG Form 7750.50-4 to the Travel Office for certification.

c. Once certified, the document shall be hand carried to the Finance and Accounting Office at the Pentagon, Room 3A310, for payment.

d. Cancellation or Indefinite Postponement of Trip. When a trip is cancelled or postponed or an indefinite period of time, the employee must refund the total advance immediately to the Finance and Accounting Office at the Pentagon, Room 3A310. The repayment should be by check or money order made payable to the MDW Finance and Accounting Officer. Travelers desiring to make a cash repayment of travel advances may go the Finance and Accounting Office in the Pentagon. Do not send cash in the mail!

e. Reimbursing Travel Advances. When funds have been advanced for travel expenses, the amount of cash advance is deducted from the amount due on the travel voucher. The traveler will be notified of travel advances not settled within 30 days after the completion of travel. If the traveler does not submit a travel voucher claim or repay the advance directly, the advance will be deducted from salary due, retirement, credit, or otherwise from the person, or from his estate, or by such legal method of recovery as may be necessary.

11-5. Cash Advances and Travelers Checks (Outside the National Capital Region). Those advances will be requested, processed, and paid for by the servicing finance office located in the vicinity of the field office or resident agency concerned.

11-6. Advances

a. Personnel with valid cards shall receive travelers checks in lieu of cash advances. The maximum value of travelers checks to be issued is limited to 30 days per diem.

b. All cash advances shall be issued only under the following circumstances:

(1) To individuals having orders directing a permanent change of station (PCS).

(2) To individuals who make less than two trips a year or new employees who have applied for the card and it has not been received. The cash advance is limited to 30 days estimated per diem.

(3) To personnel on long-term TDY assignments who may be authorized cash advances for estimated out-of-pocket expenses (including long-term rental agreements), for no more than a 45-day period, provided:

(a) The period of temporary duty is anticipated to exceed 60 days.

(b) Travel vouchers are filed at least every 30 days.

(c) The Government charge card cannot be used. In that regard, a number of lodging chains that accept the Diners Club card now offer "residence"-type accommodations with kitchen facilities.

- (4) The local activity does not issue Traveler's Checks.
- c. Personnel from outside the National Capital Region are authorized to receive cash advances as follows:
 - (1) Cash advances for estimated out-of-pocket expenses for no more than a 45-day period.
 - (2) At the the full per diem rate when the CARD will not be accepted for commercial lodging expenses at TDY locations in foreign countries.

Figure 11-1, DD Form 1351, “Travel Voucher”

CHAPTER 12 TRAVEL REIMBURSEMENT

12-1. Voucher Forms

a. Travel reimbursement claims shall be submitted on DD Form 1351-2, "Travel Voucher or Subvoucher" (Figure 11-1). A continuation sheet, DD Form 13512c (Figure 12-2) is available when more space is needed. See Figure 12-3 for preparation instructions.

b. The DD Form 1351-2 contains a manifold set of five copies. Personnel in the National Capital Region (NCR) shall submit the form intact to the OIG Travel Office. The carbon paper should not be removed. Personnel outside the NCR will follow local procedures.

12-2. Local Travel. For travel performed by OIG personnel within and around the permanent duty station, see Chapter 14.

12-3. Action by Traveler

a. If the approved travel was performed, a completed travel claim must be submitted within 10 working days after completion of the directed temporary duty. Prepare the claim on a DD Form 1351-2 along with four copies of orders and submit it to your immediate supervisor for review. The immediate supervisor initials the DD Form 1351-2 in the upper right hand corner. If prepared correctly, the supervisor should forward the claim to the OIG Travel Office (or the local Finance and Accounting Office if outside the National Capital Region).

b. All travelers must obtain lodging receipts for any lodging expenses claimed, (e.g., hotel, motel, Government quarters (visiting officers' quarters, bachelor officers' quarters, guest houses). Submit original lodging receipts with the travel voucher, DD Form 1351-2. If the lodging receipt is lost, the traveler must attach a signed statement of lodging expense containing date(s), place(s), establishment name(s), and amount(s).

c. If no expenses are claimed, submit DD Form 1351-2 indicating no claim is made against the order, and three copies of the travel orders to the OIG Travel Office.

d. If the trip is cancelled, submit the original and two copies of the travel order, and any unused tickets to the Travel Office within 5 working days after cancellation. Personnel outside the National Capital Region will submit two copies of orders with a statement of cancellation and the unused ticket to the issuing travel office.

e. Each field office will establish a central control point for processing vouchers to the servicing finance and accounting office within 10 days. Prepare the travel voucher in a manner that will satisfy requirements of the servicing disbursing officer and the JTR.

f. When using a non-U.S. Flag carrier, refer to the JTR, paragraphs C2206 and U2152, for a certificate or memorandum giving the reasons for its use.

12-6. Supervisory Review. Supervisors shall review all vouchers submitted by their employees. A supervisor should ensure that deviations in the mode of travel authorized in the travel order or in reimbursement claims were in the best interest of the Government, and that the items claimed were necessary in the conduct of official business. If not satisfied in those respects, the supervisor should recommend appropriate reductions in the amount of reimbursement claims submitted for payment. When items claimed on a voucher require a determination of advantage to the Government before payment may be made, and such determination was not included in the travel order, the supervisor should contact the

Travel Office for further guidance. The supervisory review in no way relieves the claimant from primary responsibility for the validity of the claim.

12-7. Documentation Required. When filing a claim, the following documentation is required.

- a. Receipts. Receipts are required for all reimbursable items in excess of \$25, and particularly for parking fees, taxis, commercial transportation, etc. Receipts **for any amount** are required for lodging, car rental, registration fees, and purchased supplies. Submit original receipt and one copy.
- b. Original and three copies of orders and any amendments.
- c. Receipt (last copy) of airline tickets.
- d. DD Form 1351 (if cash advance was obtained).
- e. SF Form 1170 (Figure 3-1) if unused tickets are turned in.

Figure 12-1, DD Form 1351-2, “Travel Voucher or Subvoucher”

Figure 12-2, DD Form 1351-2C, "Travel Voucher or Subvoucher" (Continuation Sheet)

Figure 12-3. Instructions for Preparing DD Form 1351-2: Travel Voucher or Subvoucher

Item	Description/Action
a.	Type in the traveler's name, grade/rank, and Social Security number.
b.	Type in the mailing address where check is to be sent. Do not forget to put the ZIP code and duty telephone number
c.	Show the organization, code, and station of the traveler.
d.	Type in the travel order number and date, including amendments, if any.
e.	If the traveler had a prior travel payment or advance, show the amount, voucher number and date. Include amendments, if any.
f.	Insert the appropriate year in this place. Show the time in effect at each point. Please use the 24-hour military time.
g	List places of departure and arrival in the itinerary. It is not necessary to type in transfer points unless the traveler has a delay of more than 2 hours awaiting transportation. If the traveler experiences a delay at a transfer point, the information should appear on the voucher because it could affect the per diem payment.
h	Code the mode of travel according to the symbols appearing on the reverse side of DD Form 1351-2. For example, transportation request is code T, but the Finance Office must know whether the traveler used plane, bus, train, etc., therefore, commercial air purchased by a Transportation Request would be coded "TP."
i.	Code the reason for stops in accordance with the symbols shown on the reverse side of DD Form 1351-2. For example, temporary duty would be coded "TD." Awaiting transportation would be coded "AT." Mission completed would be coded "MC."
j.	Indicate the total amount paid for the cost of lodging at each TDY point. If no cost, indicate "O." If TDY is to a high cost area, complete DD Form 1351-3, "Statement of Actual Expense," and submit with Travel Voucher (Figure 12-1). If performing an overseas temporary duty assignment, include a statement showing the date(s) Government (quarters were used or a statement that Government Quarters were not used.
k.	Indicate whether Government quarters and mess were used and the number of meals taken. If none, indicate "O."
l.	If a privately owned automobile (PA) was used, indicate the miles traveled. If someone drives the traveler to the airport and returns, the traveler may claim one-way mileage going and one-way mileage on return.
m.	Itemize reimbursable expenses and enter the date they were incurred. Enter amounts claimed in chronological order and describe briefly but sufficiently to identify their nature and purpose. Provide receipts for rental vehicle expenses when so authorized.
n.	Indicate the cost of official long distance telephone calls certified as necessary in the interest of the Government, if any, and have the authenticating approving official (the travel officer) sign.
o.	For non-official calls, comply with the guidelines on use of telephone service established by the installation visited. The intent is to permit Federal employees to make reasonable use of Government telephone systems and, at the same time, guard against telephone abuse.
p.	Type transportation request information in this space and show points between which transportation was furnished.

q.	If leave was taken, complete this space, otherwise, type "None."
r.	Mark an "X" to indicate payment desired. If check is selected, the check will be mailed to the address indicated in the Heading Block. If cash is selected, a representative from Bolling AFB, Finance and Accounting Office will call the traveler to pick up the cash. (This will be at the traveler's expense.)
s.	Mark the per diem block if submitting a claim for per diem.
t.	Sign voucher exactly as the name is shown on the travel order and date.
u	Leave blank.
v.	Leave blank, Item #16-21.
w.	Variations in planned departure times and types of explanations required. Enter any additional information or explanations considered essential. Furnish a complete and valid explanation for reimbursement of unusual expense items that require administrative approval.
x.	Submit the travel voucher to the first-line supervisor or designated representative for review for reasonableness of claims. The supervisor or designated representative initials the original copy only on the top right hand corner.

CHAPTER 13

REQUEST FOR ACTUAL EXPENSE ALLOWANCE

13-1. Authorization. Reimbursement on an actual subsistence expense basis may be authorized or approved for civilian and military personnel when travel expenses exceed the maximum per diem allowance by 10 percent or more in the JTR.

13-2. Submission Format. The traveler will submit a memorandum, 10 days prior to travel, requesting authorization or approval, to the OAIG-A&IM, Attn: Travel Officer. Include the following data in the request:

- a. Specific reason for travel.
- b. Whether meetings with technical, professional, or scientific organizations are involved.
- c. Whether international conferences or meeting are involved.
- d. Identity of the senior member of the party, whether civilian or military.
- e. Name and title of foreign governmental contacts, if any.
- f. Name and title of any other employee who will also be performing the travel or temporary duty involved.
- g. Proposed itinerary showing complete identification of places (including county, if known) to be visited, the length of duty at each place, and the inclusive dates of travel.
- h. Information on special arrangements that have been made or use of special Government quarters, messes, open messes, motels, restaurants, etc.
- i. Any other information available indicating expenses that may be incurred, allowances necessary, or reasons why normal per-diem will not suffice.
- j. Reason why per diem is not adequate for lodging costs.
- k. Name and telephone number of individual who may be contacted concerning the request. If the request is approved by the OAIG, A&IM, submit itemized expenses on a DD Form 1351-3, "Statement of Actual Expenses," for reimbursement. Lodging receipts are required (see Figure 13-1).

13-3. After the Fact Submissions. If conditions are not known in advance, submission of the request is authorized after the travel is performed. The requestor has up to 10 days after the fact to submit the request.

Figure 13-1. DD Form 1451-3, “Statement of Actual Expenses”

CHAPTER 14 LOCAL TRAVEL

14-1. General. This chapter prescribes the method by which OIG, DoD, military and civilian employees may be reimbursed for travel expenses incurred when such travel takes place at the permanent duty station and is necessary to conduct official business for the OIG. For OIG components located outside the Washington area, the permanent duty station will be identified in their in-house supplement. The permanent duty station for OIG components in the Washington area includes the District of Columbia; Montgomery, Prince Georges, Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, St. Mary's, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Orange, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland; and the Cities of Alexandria, Arlington, Fairfax, Falls Church, and Fredericksburg in Virginia within the geographic area bounded by the outer boundaries of the combined areas of the aforesaid counties.

14-2. Policy. Expenses for travel within the local commuting area under this chapter are reimbursable only when that mode for travel is determined to be more advantageous to the Government than other modes. The scheduled DoD bus service will be used to the maximum extent feasible prior to the incurrence of reimbursable expenses referred to in this Chapter. Use of privately owned vehicles will be confined to those cases where Government transportation cannot satisfy the duty requirements. Personal convenience of the traveler is not, by itself, a valid consideration.

14-3. Procedures for Claiming Reimbursement. Claims for reimbursement under this chapter will be submitted monthly and no later than the fifth working day after the month in which the local travel was performed. The OIG component travelers will submit claims in accordance with their in-house supplements. Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business," (Figure 14-1), will be submitted to Room 567 for reimbursement of expenses incurred in connection with local travel for the performance of official business. See Figure 14-2 for preparation instructions. If the claim is under \$50, unless specifically requested otherwise, the OIG employee will be paid from the imprest fund. Claims over \$50 will be forwarded by the Financial Management Directorate to Bolling AFB, Payment Section.

14-4. Authorized Reimbursable Expenses. Based on the policy outlined above, expenses incurred for the following are reimbursable:

a. **Commercial Transportation.** Reimbursement may be made for commercial transportation (bus, subway, rail) when tokens, tickets, or cash fares are not available from the Government.

b. **Taxicab**

(1) Reimbursement may be made for use of taxicabs when a common carrier is deemed impracticable to the successful accomplishment of the mission. A determination of advantage to the Government is required before use of a taxicab can be authorized or approved. Reimbursable expenses for taxicabs may include tips to the drivers. When the fare is \$1 or less, the tip shall not exceed \$0.15. When the fare is more than \$1, the tip shall be 15 percent rounded off to the next multiple of \$0.05. Receipts are required in support of claims in excess of \$25 for reimbursement of cost taxicab fares for any one-way trip.

(2) Incident to the conduct of official business at an employee's permanent duty station, reimbursement for taxicab fares paid by an employee for travel between the office and home may be authorized or approved by the official who ordered the work when the following conditions exist:

(a) The employee is dependent on public transportation for such travel.

(b) The travel is during hours of infrequently scheduled public transportation or darkness.

(c) The use of a taxicab is advantageous to the Government. The authorization or approval indicating the use of the taxicab as advantageous to the Government will be made separately in writing on the reimbursement voucher SF 1164, "Claim for Reimbursement for Expenditures on Official Business."

c. **Privately Owned Vehicle.** When use of such mode is deemed advantageous to the Government, reimbursement for expenses for travel by a privately owned vehicle will be made only to the operator of the vehicle, regardless of the number of persons who may accompany the operator in the same vehicle. Reimbursement will be made for expenses such as operating costs and similar expenses incurred by the use of a privately owned vehicle.

(1) Mileage Rates. When the use of a privately owned vehicle is approved, reimbursement at the rate per mile specified in JFTR Volume 1 and JTR Volume 2 is authorized for the distance traveled. The distance will be based on odometer readings or other evidence furnished by the traveler as to the actual distance necessarily traveled in conducting official business.

(2) Miscellaneous Expenses. In addition to reimbursement of mileage, employees may also be reimbursed for the actual costs of ferry, bridge, road and tunnel tolls, and parking fees (i.e., parking lots or parking meters) incurred in the use of a privately owned vehicle.

(3) Travel Between Place of Abode and Temporary Duty Station. In accordance with the JTR Volume 2, subparagraphs C2153, C4458, and C4502, when the use of a privately owned vehicle is authorized or approved as advantageous to the Government for travel between the employee's place of abode and temporary duty station or training location, the employee is entitled to reimbursement on a mileage basis for the distance traveled between his or her abode and the alternate duty station or training location if they are within the local commuting area. In cases of alternate duty station, local mileage reimbursement will be limited to the excess mileage which is the difference between place of abode and duty station versus place of abode and alternate duty station.

d. **Government-owned Automobile**

(1) Fees paid to park a Government-owned automobile on a commercial parking lot are reimbursable. Parking fees paid to a commercial lot are authorized only when a Government-owned automobile was used on official business and parking on a commercial lot was required to protect Government property stored in the automobile, or when on-the-street parking was not available. When reimbursement is claimed for such fees, the reason for using the commercial lot will be included following the item on the voucher. Parking meter fees imposed by a state or municipality and paid by civilian or military personnel for parking Government-owned automobiles are also reimbursable.

(2) Actual costs for ferry, bridge, road, and tunnel tolls are reimbursable expenses when a Government-owned automobile is used on official business.

e. **Special Conveyance.** When authorized or approved, reimbursement may be made for the actual and necessary expenses, including parking fees, incurred in the hire and operation of an authorized or approved rented automobile or other conveyance.

14-5. Metro Fare Cards. Metro fare cards are available in the Financial Management Directorate, OAIG-A&IM, for travel within the Washington, D.C., metropolitan area. The cards have a specific issue value and are subject to stringent controls since they are basically the same as cash.

Figure 14-1, Standard Form 1164, “Claim for Reimbursement for Expenditures on Official Business”

Figure 14-2
Instructions for Preparation of Standard Form 1164

1. SF 1164, "Claim for Reimbursement for Expenditures of Official Business," will be used to file a claim for reimbursement and the payment of expenses incurred for local transportation in the performance of official business.

a. The claimant will prepare the voucher listing the expenditures incurred and forward to the approving official.

b. The claim will be prepared and submitted on an original and three copies.

2. Entries (see Figure 14-1):

a. Block 1 - OIG activity.

b. Block 2 - Leave Blank.

c. Block 3 - Leave Blank.

d. Block 4 - Name of the claimant (including grade or rank) will be designated in space 4.a., Social Security number in 4.b., and the home address of the claimant will be inserted in space 4.c.

e. Block 5 - Leave Blank.

f. Block 6 - Expenditures.

(1) The date travel was performed will be inserted in Block 6.a. Identify the type of expenditure as commercial bus, taxi or privately owned vehicle Block 6.b. Enter the point of origin and destination, fare and tip (if applicable) and total the columns indicated for each trip as it is performed. Blocks 6.b through 6.i.

(2) When travel is performed in a privately owned vehicle, enter the mileage rate and the number of miles in Block 6.e.

(3) Identify ferry, road, bridge, and tunnel tolls with the applicable trip.

(4) Use the following letter codes in the "code" column of the SF 1164, in lieu of codes shown in Section 6:

Bridge	BR	Road Toll	RT
Commercial Bus	CB	Taxicab	TC
Ferry	FE	Tunnel	TU
Parking Fees	PF	Subway	CR
Private Vehicle	PV	Registration Fee	RF

(5) The claim for reimbursement of any one-way taxicab fee in excess of \$25, and a parking lot fee of any amount, must be supported by a receipt.

(6) When the expenses claimed for taxicab, ferry, road, bridge and tunnel tolls exceed the charge for one person, list the name(s) of the person(s) accompanying the claimant and fully explain their presence.

(7) Indicate in the body of the voucher the purpose of the trip, and the reason why DoD bus service or other means of transportation was not used.

3. Block 10 - Date and Signature of Claimant. At the time the claimant signs and dates the SF 1164, he or she becomes responsible for all the information and statements provided; certifies that the voucher is factual, proper, complete, and correct in all respects; and that payment for the expenses claimed have not been received. Do not sign the voucher until it has been properly prepared to show the itinerary, reimbursable expenses, etc. Submit the completed SF 1164 to the Financial Management Directorate, OAIG-A&IM, Room 567A, for processing.

4. Authorization and Approval. Each local expense claim shall be authorized and approved by the claimant's supervisor, but in no instance lower than the first level supervisor by adding the following in the body of the claim: "approved, correct, proper, and advantageous to the Government." The granting of self-determination authority to senior grade personnel in no way relieves supervisors from their responsibilities to ensure that all personnel, regardless of grade under their supervision adhere to the policy established in paragraph 2 of this chapter.

5. Approving Officer. The Activity's approving officer will be in accordance with his or her in-house supplement. All HQ personnel who claim reimbursement for travel within the National Capital Region will submit a claim to the OAIG, A&IM, Attn: Travel Officer. The Travel Officer is also authorized to sign the SF 1164 as Approving Officer subject to the approvals noted in paragraph 4, of this chapter.

6. Authorized Certifying Officer. The certifying officer is responsible for:

- a. Ensuring that each voucher contains the information needed to establish entitlement to payment and is properly approved.
- b. Ensuring that each voucher was approved by the designated approving official.
- c. Verifying information by using any pertinent data or office records submitted by the claimant, to prevent duplicate or incorrect payments.
- d. Ensuring that computations of amounts found due are verified and that corrections are made when required.
- e. Checking the accounting classification and the fiscal code for the appropriate fiscal year to ensure that the accounting classification is valid, applicable and complete; and coordinating with the approving official in the event any corrections are required.

**APPENDIX A
REFERENCES**

- a. Volume I, Joint Federal Travel Regulations (JFTR), "Members of the Uniformed Service."
- b. Volume II, Joint Travel Regulations (JTR), "Department of Defense Civilian Personnel."
- c. Federal Travel Directory.
- d. DoD Instruction 4515.14, "Washington Local Commuting Area," dated January 4, 1984.
- e. DoD Instruction 4165.63, "DoD Housing Management," dated June 17, 1988.
- f. DoD 4270.1-M, "Policy Guidelines for Installations Planning, Design, Construction and Upkeep," September 1987.
- g. DoD Instruction 5000.7, "Official Temporary Duty Travel Abroad," dated June 14, 1977.
- h. U.S. Air Force Foreign Clearance Guide.

APPENDIX B DEFINITIONS

1. **Approving Official.** This official is normally the person at the next higher level to the requesting official who shares the same responsibilities as the requesting official.
2. **City-Pair.** The term given to the contract fares from city to city as set forth in the GSA Contract.
3. **CONUS.** Continental United States.
4. **Effective Date of Transfer.** The date that an employee reports at the new permanent duty station.
5. **Fund-Approving Official.** The fund approving official is the individual responsible for ensuring that the citation of the complete major accounting classification for an approved travel order or amendment thereof is correct.
6. **Government Transportation Request (GTR).** A written request of the United States Government on SF 1169, "U.S. Government Transportation Request," for the purpose of procuring from a common carrier, transportation, accommodations, or other services.
7. **Order Authorizing Official.** This official ensures that cost is reasonable; entitlements are authorized under governing regulations; the correct accounting classification and traveler's Disbursing Station Symbol Number (DSSN) of the servicing travel pay office are shown (DD Form 1610, block 19); and that the order is properly distributed. This official will also ensure that block 19 has been signed by the appropriate official or a designated representative who certifies that funds are available.
8. **OCONUS.** Outside Continental United States.
9. **Requesting Official.** This official is normally the traveler's supervisor or a person who has full knowledge of the purpose and requirement of the travel. The requesting official must ensure that the travel is required and that all entitlements and special authorizations are essential to the mission.
10. **TDY.** Temporary duty.

APPENDIX C
TRAVEL PURPOSE CATEGORIES

Purpose	Definition
Operational – Management Travel	Includes travel expenses directly related travel to program area or agency mission, site visits and information meetings to discuss agency status reported.
Training	All travel expenses related to attendance at training.
Meetings, Conferences, and Speeches	Travel expenses for the purpose of attending meetings, conferences, conventions, seminars or symposiums; delivering speeches, presentations or papers; or otherwise taking part in an oral program other than training.
Relocation Travel	Travel expenses for moving from one official duty station to another.
Expert and Consultant	Expenses for employment of positions exempted from competitive service by statute or Office of Personnel Management. A consultant position requires performance of advisory or consultant services, rather than performance of operating functions. An expert position is one that requires the services of an expert in a particular field and with duties that cannot be performed satisfactorily by someone not an expert in that field.
Other Travel	Expenses for travel not included in other categories.

APPENDIX D

INTERNAL CONTROL CHECKLIST FOR ISSUANCE OF DD FORM 1610

A. Purpose and Use. This special checklist prescribes minimum essential considerations needed to justify and verify TDY travel requirements. Official approved/authorized travel orders, which use Government funds must be prepared to explain the necessity of such orders. The checklist should be used as a daily desktop guide to guard against fraud when preparing and issuing TDY orders. It is to be used as a guide for internal control. It is not inclusive of all requirements for preparation of the DD Form 1610.

B. Coverage. By reviewing and signing DD Form 1610 and using the checklist, officials can verify that there is a reasonable justification for the TDY travel and that additional items authorized in the remarks section of the DD Form 1610 are subject to audit and inspection.

Question	Yes	No
1. Does the mission require the physical presence of individuals at itinerary locations?		
2. Have alternatives been considered (teleconference, correspondence, local training, etc.) before authorization of travel orders?		
3. If the traveler is separating from Government service within 180 days, can the authorization of travel, especially training, be justified and stand the scrutiny of an audit?		
4. Are the number of travelers consistent with related factors of technical complexity, performance milestones, or prescribed attendance?		
5. Are requests for TDY travel prepared on IG Form 7750.50-4 and submitted for review and approval at the earliest practical date to allow for the following:		
a. Taking advantage of available discounts for early airline bookings?		
b. Permitting the traveler greater opportunity for on-post lodging reservations?		
c. Allowing time for traveler to obtain a travel advance?		
d. Combining visits within the same geographical area instead of separate trips?		
6. Is the Social Security number indicated in block 2 of DD Form 1610? (This is required as part of the document reference number for the financial accounting system.)		
7. Is purpose of category of the TDY indicated in block 9 of the DD Form 1610 as identified and prescribed ?		
8. Does approximate number of days on TDY exceed elapsed time required to complete assignment and minimize unproductive TDY on weekends and holidays?		
9. For TDY in excess of 2 months, has consideration been given to a PCS move?		
10. Does adequate justification exist, supported by experience or probable need, for requesting "variation authorized" in block 11 of DD Form 1610?		
11. Does the itinerary direct the traveler to the military installation at which the organization to be visited is located and not to the location, i.e., adjacent or nearby city?		
12. Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that military lodging is neither available nor appropriate for the traveler?		

13. Has request for OCONUS travel and area clearance been approved?		
14. Is travel performed by the most expeditious and economical mode of transportation? Privately owned vehicle (POV), if authorized, must be the least cost mode of transportation to be marked as more advantageous to the Government and must be able to stand audit scrutiny. If not, reimbursement will be limited to the constructive travel cost (cost of lowest available Government fare) and will be entered in the remarks section when POV authorization is limited to constructive cost.		
15. Are transportation costs estimated based on cost of air fares listed in the Federal Travel directory or obtained from the Commercial Travel Office (CTO)?		
16. Is rental car authorization, ("Use of special conveyance is authorized") consistent with the need for local travel at the TDY location, realities of public transportation, cost of taxi/airport limousine service, and number of travelers?		
17. If a rental car is required, is it authorized in the remarks section of the DD Form 1610?		
18. When POV is authorized, is local mileage in and around TDY point authorized in the remarks section?		
19. If the statement "Use of Government facilities would adversely affect the performance of the assigned mission" is authorized, can it be traced to reasonable justification?		
20. When travel is to a military installation, is the statement "Government quarters (military/civilian) and mess (military) will be used, if available" listed in the remarks section? (This statement is not needed if TDY site is included on the Worldwide Listing of Installations without Government Quarters.)		
21. Is the statement "Travel vouchers must be submitted to the travel reviewing official within 10 days after completion of TDY" included in the travel orders?		
22. If required, can the statement "Excess baggage of ___ pounds is authorized" be traced to reasonable justification?		
23. Is registration fee, when required in conjunction with official travel, authorized in the remarks section of DD Form 1610?		
24. Does use of the statement "Use of foreign flag carriers for overseas travel is authorized" in the remarks section meet the requirement of JFTR, Volume I, paragraph U3125, and JTR, Volume II, paragraph C2204?		
25. The following statements will be entered in the remarks section of the travel order for all military members, except when traveling through or to recognized terrorist threatened areas:		
(a) "Traveler will carry a current military ID card and wear two regulation identification tags around the neck, secured by a metal chain;" and (2) "Dental records maintained at (state exact location)."		
26. Have you ensured that no reference is made to leave on DD Form 1610?		
27. Are incidents of the same individual signing as both the requesting official and approving official on DD Form 1610 limited to specifically exempted circumstances and time-sensitive situations in which separation of these duties is not possible? (The traveler cannot approve his/her own travel orders!)		
28. Are NATO travel orders required?		
29. Is DD Form 1610 typed in a manner to preclude or make difficult any fraudulent		

alteration including the following:		
a. Prohibition of multiple choice standardized formats in the remarks block, such as "will/ will not," requiring a line out of the inapplicable statements?		
b. Prohibition of travel options that are number coded and made applicable by an (X) beside the listed number in the remarks block?		

APPENDIX E

INTERNAL CONTROL CHECKLIST FOR REVIEW OF TRAVEL VOUCHERS (DD FORM 1351-2)

A. Purpose and Use. After the claim is complete, the DD Form 1351-2 "Travel Voucher," will be reviewed by the traveler's supervisor or a designated representative before submission for payment. The reviewed travel claim must arrive in the paying office not later than 10 days after completion of travel. Components will designate the individuals responsible for this review. The designated reviewer will type, write, or stamp "reviewed"/ date, and sign in the upper right hand corner of the DD Form 1351-2 (Travel Voucher) using the 1/2 inch space just above block 10. In most cases, the reviewer will be the approving official on the DD Form 1610, not the traveler. The purpose of the review is not to compute the payment but rather to ensure that the claim is complete and consistent with both the mission and authorized reimbursable expenses on the DD Form 1610. The review does not constitute approval of items that require approval by specific statutes or regulations.

B. Coverage. The checklist at Appendix E will be used for all civilian and military TDY Travel Vouchers. When the reviewer identifies a questionable or fraudulent voucher, it should not be signed. A questionable or potentially fraudulent voucher should be referred to the traveler's supervisor for review and determination of the necessity for an investigation. A suspected claim will be protected as possible evidence and will not be returned to the claimant under any circumstances until after the issue in question has been resolved.

Question	Yes	No
1. Is the claim presented on an original travel voucher, typed, or handwritten with an original signature and date? If handwritten, is it in ink and legible? (The voucher will be reviewed carefully by the claimant before signature to assure that all items are correctly stated and the required information is included.)		
2. Does the administrative data on the travel voucher agree with the orders?		
3. Are the basic order(s) with amendments, if any, attached to the claim?		
4. Are advance(s) and partial payments properly indicated in the appropriate block of the claim to include date, voucher number, and amount?		
5. Did the traveler use more days than necessary to perform the mission?		
6. Did the traveler claim cost for lodging with friends or relatives? (No matter if obtained with or without charge, no amount will be allowed for lodging.)		
7. Did the traveler indicate in the remarks section that while in a travel status, he/she visited friends or relatives and as their guest occupied Government quarters assigned to or occupied by them?		
8. Does the lodging receipt reflect multiple occupancy instead of single? If so, is reimbursement requested at the single rate?		
9. If meals were paid for or furnished by the Government at the TDY site, did the traveler indicate in the remarks section of the travel voucher (DD Form 1351-2, block 27) which meals on which dates were provided?		
10. When a registration fee is authorized and claimed, does a statement on the claim indicate whether or not the registration fee included charges for luncheons or banquets. If so, does the claim include the number of meals and the dates on which they were furnished.		

11. Are taxi claims questionable (e.g., are all claims for more than \$24 but less than \$25)? All claims for reimbursement of \$25 and up must be supported by a receipt. When a receipt is not furnished, a statement explaining the facts must support the claim.		
12. Rental Car.		
a. If rental car expenses are claimed, was authorization shown on DD Form 1610?		
b. Was rental car size selection based on the most economical and fuel-efficient type car available to meet the traveler's needs?		
c. Does the travel claim have a copy of the car reservation made by the servicing travel agency attached to it? If not, why?		
d. Is there a charge on the rental car agreement for refueling? If so, why? (See paragraph 9a of this Manual.)		
e. If traveler had other passengers, were they listed in the remarks section (block 26) of DD Form 1351-2?		
13. When foreign currency is used while traveling on official business, was the amount claimed for reimbursement reported, by item, into U.S. dollars, at the rate or rates of exchange at which the foreign currency was obtained? (The rates of conversion and the commission charges, if any, must be shown on the voucher.)		
14. Is the claim for local in-and-around mileage at TDY point reasonable, based on location of lodging when POV is authorized? (Claims for in-and-around mileage must show daily total for such trips.		
15. Are original receipts for rental cars and lodging attached, regardless of amount? (Any erasures or alterations and corrected totals on receipts must be initialed by the person who signed/issued the receipt.)		
16. Is a statement of nonavailability of quarters attached when applicable (military and civilian)? (See paragraph 5d, a and f of this manual.)		
17. Is a statement of nonavailability of meals attached when applicable (military)?		
18. Before communications charges (block 6 DD Form 1351-2), when used for official business are certified as necessary in the interest of the Government by the designated approving official, has a statement been completed by the traveler and attached to the claim showing dates, where called, the amount of each call, who was called, and that calls were for official business in the interest of the Government? (The reviewer cannot approve this item. See paragraph 21 of this ZManual.)		
19. When GTRs are used, are the GTR number(s), destination to and from, and cost indicated on the claim (DD Form 1351-2) in block 7?		
20. Has a copy of the ticket showing the carrier and the cost of fare been attached to the claim?		
21. Has the traveler obtained a receipt (Standard Form 1170) from the transportation officer or commercial travel office for unused transportation tickets or portions thereof and attached the receipt to the travel claim? (Make sure that no unused transportation tickets or portions thereof are forwarded with the travel claim.)		

22. When a pass period has been authorized for military personnel in conjunction with TDY (prior to, during, or after TDY at a permanent duty station or TDY point), have the inclusive dates of such pass periods been identified to the Finance Office as part of the travel claim, i.e., identified in the TDY orders, informal memo, or DD Form 345 (Armed Forces Liberty Pass)?		
23. When leave is taken in conjunction with TDY, is it indicated in the travel claim voucher itinerary and, for a military member, supported by appropriate forms.		
24. Parking fees incurred at the carrier terminal (airport, etc.)/when POV is used for transportation between employee's place of abode or place of business and the departure terminal, plus allowable mileage to and from the terminal will not exceed... the cost of taxi fares to and from the terminal.		
25. If a claim for POV parking fees incurred outside official duty hours are claimed the official need must be explained and specifically approved on the voucher by the designated approving official, or authorized in the travel order.		
26. Has the claim been submitted to the travel reviewing official within 10 calendar days after completion of travel?		
27. Is the claim reasonable and consistent with the mission and claims for reimbursement in harmony with those authorized on DD Form 1610?		
28. Are erasures and alterations in total on reimbursement vouchers initialed by the traveler?		

APPENDIX F FORMS

- a. Statement of Non-U.S. Flag Carrier Use.
- b. IG Form 7750.50-4, "Temporary Duty Travel Authorization."
- c. DD Form 1610, "Request and Authorization for TDY Travel of DoD Personnel."
- d. SF Form 1170, "Redemption of Unused Tickets."
- e. Citicorp Diners Club Application.
- f. DSP Form 11, "Passport Application."
- g. DD Form 1056, "Authorization to Apply for a 'No-Fee' Passport and/or Request for VISA."
- h. DSP Form 82, "Application for Passport by Mail."
- i. DD Form 1351, "Travel Voucher."
- j. DD Form 1351-2, "Travel Voucher or Subvoucher."
- k. DD Form 1351-2C, "Travel Voucher or Subvoucher" (Continuation Sheet).
- l. DD Form 1351-3, "Statement of Actual Expenses."
- m. SF Form 1164, "Claim for Reimbursement for Expenditures on Official Business."